

JAILER LIEUTENANT

GENERAL STATEMENT OF DUTIES

Performs administrative and supervisory work in the operations of the county jail.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class supervises the on-duty shift in the security and administration operations of the county jail. Employee is responsible for supervising staff to ensure that all security operations are performed in accordance with departmental policies and procedures. Independent judgment and initiative are required in prioritizing and directing work. Tact and firmness are required in dealing with the public and staff. Work is performed under the general direction of the Jail Administrator and is evaluated through periodic conferences and through the overall effectiveness of the jail program.

ILLUSTRATIVE EXAMPLES OF WORK

- Administers and supervises the work of jail staff; assigns, reviews, and approves the work of assigned personnel; instructs and directs employees in special assignments.
- Performs shift administrator duties in supervising day-to-day shift operations, conducting daily security rounds, documenting security post logs, verifying accuracy of all essential log entries, and ensuring that all operating policies and procedures are enforced.
- Reviews and analyzes incident reports and disciplinary reports taking corrective action or recommending a plan of action to the immediate supervisor.
- Performs personnel related activities; evaluates performance, recommends salary adjustments or disciplinary actions, advises assigned personnel concerning policies and program directions, reviews and evaluates reports and recommendations.
- Prepares and/or coordinates preparation of a variety of written reports, correspondence, and related documents to document, maintain, or change operational policies and procedures.
- Delegates responsibilities as necessary.
- Follows Guidelines as listed in Post Orders.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of practices and procedures involved in jail management.
- Considerable knowledge of local laws, ordinances, and the North Carolina General Statutes pertaining to the commitment, confinement, and release of prisoners.
- Considerable knowledge and ability to comply with the policies and procedures of the County Sheriff's Office.
- Ability to assist in maintaining an effective program of jail operations according to established principles of jail administration.
- Ability to supervise other employees.
- Ability to make decisions and take prompt and effective action in emergency situations.
- Ability to maintain discipline and order in the jail.
- Ability to deal courteously and tactfully with other employees, inmates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and one (1) year experience in law enforcement in a supervisory position supplemented by specialized courses in jail management; or an equivalent combination of experience and training. Experience in jail management preferred.

SPECIAL REQUIREMENT

Refer to General Statutes of the State of North Carolina for statutory requirements and restrictions pertaining to candidates for this class.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 6/2002